

ACTUAL EXPENSE ALLOWANCE

EFFECTIVE 1 MARCH 1997

THE BASE WING COMMANDER OR EQUIVALENT CAN NOW APPROVE ACTUAL EXPENSE ALLOWANCE (AEA) UP TO 150% OF THE ALLOWABLE PER DIEM. [For approval up to 300% AEA, route request on a Staff Summary Sheet (AF Form 1768) through the normal approving channels, to HQ AFSOC/FM for final approval.]

AEA approval for Headquarters AFSOC personnel will be through their respective directorates.

AEA approval for personnel assigned to Hurlburt tenant units will be through their respective unit commanders.

Requests should contain any of the following data that are relevant to the trip:

1. Specific reason for travel;
2. Whether meetings with technical, professional, or scientific organizations are involved;
3. Whether international conferences or meetings are involved;
4. Identity of the senior member of the party, whether civilian or military, including grade, full name, SSN and branch of the Service;
5. Names and titles of foreign governmental contacts, if any;
6. Roster of other members of the Services who will also be performing the travel or TDY involved, including grade, full name, SSN and branch of Service;
7. Proposed itinerary showing complete identification of places in CONUS or OCONUS to be visited, the length of duty at each place, and the inclusive dates of travel;
8. Information as to any special arrangements which have been made such as provisions for use of special government quarters, messes, open messes, motels, restaurants, etc.;
9. Any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem won't suffice;
10. Name and phone number of individual who may be contacted concerning this request.

When any of the data in items 1 through 10 aren't available, the request will so state. Each request for approval of AEA after travel has been performed will be accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid. Vouchers or receipts aren't to be submitted with the request for AEA; such documents are to be submitted to the disbursing/finance/travel office.

The request will be indorsed by the squadron commander, prior to submission to the wing commander.

SAMPLE

MEMORANDUM FOR (Your Unit Commander)
(Approval Authority)
IN TURN

FROM: (Your organization)

SUBJECT: Actual Expense Allowance (AEA) Approval

1. The (your unit) deployed two aircraft to Kirtland AFB, NM for unilateral training.
2. No technical, professional, or scientific organizations were involved.
3. No international conferences were involved.
4. Senior Crew Commander: (grade, full name, SSN, and branch of service).
5. No foreign government contacts involved.
6. The following individuals request AEA approval:

Doe, John	Capt	xxx-xx-xxxx	USAF
Smith, Mary	Capt	xxx-xx-xxxx	USAF
7. Proposed itinerary:
Kirtland AFB, NM (inclusive dates)
8. No special arrangements for special government quarters or motels were made.
9. On-base rooms and contract quarters were unavailable. Kirtland billeting made reservations for 18 crewmembers (8 doubles and 2 singles) at the Radisson Inn, but the hotel dropped the reservations and left us without rooms. Kirtland contacted all contract hotels, but was unable to find us accommodations. We stayed at the Marriott. The best they could do was 7 doubles and 4 singles. Single room rate was \$94/night. Maximum lodging rate is \$75/night.
10. Any questions may be addressed to me at 884-xxxx, or fax 884-xxxx.

JOHN DOE, Capt, USAF
Instructor Pilot, MC-130H

SAMPLE

1st Ind to (requesting organization), (date), Actual Expense Allowance Approval

(Unit CC)

(date)

MEMORANDUM FOR 16 SOW/CC

Recommend approval/disapproval.

JOHN SMITH, Lt Col, USAF
Commander, (your unit)

2nd Ind, 16 SOW/CC

(date)

Approved/Disapproved.

Wing Commander
(for 16 SOW personnel)

- OR -

AFSOC Directorate
(for HQ AFSOC personnel)

- OR -

Tenant Unit Commander
(for Hurlburt tenant personnel)